

AIRPORT BOARD MEETING AGENDA

Monday April 8, 2019 Flight Service Building 2 PM

APPROVAL OF March 11, 2019 MEETING MINUTES

OLD BUSINESS

- KLJ Update
- Midrivers -Pat Lifo
- National Guard Application- Bob Lunde

NEW BUSINESS

- Brush Hog
- Grass Hay
- Verify spending limit for Jeff without Board Approval (Dorothy is unable to locate in the minutes).

COMMITTEE REPORTS

- Finance
- Operations
- Development

MANAGER'S REPORT

- Approve Claim Vouchers
- Manager's Report

ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the Committee to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, March 11, 2019 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Doug Phair, Bob Lunde, Patrick Lifto, Paul Grutkowski, Keith Holmlund, Ken Gardner, Jeff Langkau (Manager), and Dorothy Willems (Secretary). Guest: Mike Sharp (Prince Inc). Absent: Philip Emmons.

APPROVAL OF PRIOR MEETING MINUTES

Pat Lifto made a motion to approve January 14 and February 11, 2019 minutes. Bob Lunde seconded the motion. Motion carried.

NEW BUSINESS

Prince Lease/Mike Sharp

- Mike Sharp was requesting wording in the new gravel pit lease with Prince be changed from Nonexclusive to Exclusive to limit outside access to the gravel pit leased by them. President Doug Phair explained with the last runway project the contractor used gravel from the pit to help with the runway project where they purchased the gravel and the payment was used to cover some of our 10% match for that project. Doug further explained the need to have the gravel pit use option open and be available for contractor use for the 2020 runway project.
- Mike Sharp felt Prince would consider some wording in the lease to allow the project contractor to use the gravel for Airport Projects. Mike express the need to have the lease address who would be responsible for reclamation if someone else was using the gravel pit. A request was made of Mike to submit a new lease proposal with wording to provide for the request and submit to the airport for approval or more discussions.
- Mike Sharp reported they hired John Muggli to do the required reclamation on the gravel pit to meet with FAA requirements. The stockpiles at the gravel pit are owned by the airport to do as they wish because the required time limit have been exceeded for Prince to claim the stockpiles.
- If Prince wasn't using the gravel pit and someone else had interest in purchasing gravel Mike felt a sub-lease paying yards of material or royalties per yard could be arranged.

Class for Government Board Training (Keith Holmlund)

- Keith Holmlund presented a Course Description of a Board Leadership and Local Government Education which he encouraged all or some of the board member to attend. Contact Keith to reserve a spot for the class.

OLD BUSINESS

Midrivers Communication Lease Proposal

- Pat Lifto contacted Aaron Arthur and they will be drafting a letter from their legal department releasing the 40K Generator and Transfer Switch to the Airport and finalizing the 2021 lease without having to return property to prior state.

Industrial Park Development

- Bob Lunde has been unable to contact the National Guard representative to get the application for building approaches for the Industrial Park Development and seems to be a dead end. Doug suggested he continue to email to see if he could get a response.

Project Update AIP 3-30-0055-017-2018 -Craig Canfield (KLJ) (copy attached)

- Craig Canfield (KLJ) was unable to attend the meeting but sent an update on SRE Acquisition & Environmental Studies including an \$8500 Coal Board draw down has been requested which will cover the Airport 10% match. KLJ is preparing the grant application for 90/10 funding for the design of the Phase II improvements and The Construction Safety Phasing Plan for the Phase II has been drafted.
- KLJ reimbursement for the snow equipment was received by the city March 12 in the amount of \$51,821.59. Payment of the snow equipment amounting to \$61,689.36 was made in January 2019.

LED Lighting Investigation with MDU Lighting Rebate /Pat Lifto

- Pat Lifto has submitted the application for the MDU Lighting Rebate and waiting approval. The board will vote on completing the project once approval has been received.

3 Car Garage Update

- Pat Lifto report Tony Johnson could do the work to get electric service to 3 Car Garage and MDU will run service to the building in the spring. One of the new insulated doors has been install.

COMMITTEE REPORTS

- Financials –
- Operations –

Airport Project for 2019

- Doug Phair presented a list of maintenance projects at the Airport for discussion for priority, getting the work with contractors or doing the work with airport personnel and volunteers.
 - Replace gutters at the office and hanger 3 at the walk-in gate. Request Jeff get bids for estimate cost. (Mark Anderson Contractor)
 - Lights via MDU Program which would include lighting to the parking lot and walk in gate (Pat Lifto).
 - Replacement of cement or asphalt in front of the office and at the gate. Request Jeff get bids for estimated cost. (Cornerstone, A-1, or Hollowell)
 - Extend key pad at drive through gate. Paul will investigate what could be done.
 - Painting of the front face of Hangar 3 Round Top and sign has been contracted and waiting for work to be done.
 - Get the Generator and Transfer Switch moved. Pat Lifto will take care of this.
 - Connect the new fuel tank which Jeff has the connection and will work on it.
 - Repair the north wall car garage and move electrical supplies to 2 car-garage.
 - Boiler has been removed from the boiler room and studs and insulation should be installed. Replace medal roof could be possible Airport work.
 - Metal Siding to outside of Hangar 7/shop. Siding is available and is thought it may be able to be done with volunteers.
 - Get copies of Airport drawing now at the city for the airport. Jeff will investigate.
 - Frank Hartman Gas Truck/Jeff will call to have him remove from the airport.

- Development –

MANAGER'S REPORT

- **Manager Report (copy attached).**

- Claims Vouchers
 - February and March Claims were approved. Keith made motion to approve and Bob Lunde seconded. Motion carried.
- Jeff Langkau advised MT99 a women pilot organization has volunteered to paint airport name and elevation on airport concrete free of charge. Jeff has asked them to schedule for Miles City. They also paint Compass Rose is the airport desire. DOT is donating the paint for the Project.
- Jeff has contracted MC Finishing Touches /Jeff Skidmore for the painting of Hanger 3 front at a cost of \$2850.
- Jeff is still trying to obtain FAA Access Code to be able to get free GSA Equipment that would be for sale. Jeff will contact Chuck Garrison for information.
- Harris SITA Antennas agreement has agreed to pay \$300 monthly but will probably pay annually. Pat Lifto would like to be called when they come to install antennas to review electric install.
- The board thought a motion was made for Jeff to purchase maintenance material up to a certain amount without Board approval in previous minutes. Dorothy has been unable to locate the motion in the minutes. Dorothy asked to review, get a motion, and get it in the minutes for Board approval for a certain amount.
- Review employee hours, shifts, and consider if a part time employee may be something needed for the summer. Jeff will contact Bruce Larson for part time employee option and availability.
- Jet Truck needs front tires this year. Jeff will get size and contact County Shop for possible used tires.
- Pat Lifto advised Bigger Brush Hog is needed.
- Phillip 66 advised not to spend any more money on Fuel Master and presented information regarding a new M4000 self-serve. This item was on hold since Fuel Master is operating fine right now.

ADJOURNMENT

Doug Phair adjourned the meeting.

**MANAGERS REPORT
Miles City Airport
April 8th, 2019**

Claims Vouchers Approval

- \$4,065.24

Operations

- I have Bruce Larson on deck when we need him.
- Harris SITA antennas are here and scheduled for install this week.
- I received letter from Mid-Rivers.
- 3 Car Garage doors are installed

• March Hours Worked:	Jeff	160-- Hrs. Reg. 5-- Hr. Comp
	Lee	169--Hrs. Reg. 5--Hrs. OT.

• March Aircraft Ops.	Helicopter-----6 Under 12,500-----176 Over 12,500-----26
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March

• Hangar Sales	\$ 600
• CAA Sales	\$ 494
• Fuel Sales profit	\$ 6630.23

New Business

- Tool Cat Attachment Storage Shed?
- MDU gas line current.

April 2019 Claims

Date	Vendor	Description	Amount	Status
Apr-19	Midrivers	Cable Telephone,and Internet	\$160.24	
Apr-19	MDU	Utilities	\$1,500.00	Estimate
Apr-19	Miles City Sanitation	Garbage Service	\$60.00	
Apr-19	Verizion	Cell Phones	\$107.00	
Apr-19	WEX	Unit Fuel	\$200.00	Estimate
Apr-19	Farmers bros. Coffee	coffee	\$75.00	
Apr-19	Crid Co.	Drinking water	\$38.00	
Apr-19		Air Field and Building Maint	\$600.00	Estimate
Apr-19		Equipment Maint.	\$500.00	Estimate
Apr-19		Office Supplies	\$75.00	Estimate
Apr-19	Wacker Insurance	Crew car insurance for 2019	\$750.00	
Apr-19				
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Apr-19				
			\$4,065.24	

TOTAL FUEL GALLONS SOLD

MONTH	2016		2017		2018		2019	
	JETA	AVGAS	JETA	AVGAS	JETA	AVGAS	JETA	AVGAS
JANUARY	422.00	1,276.79	1,656.00	1,019.00	2,717.00	737.00	1,984.00	1,010.00
FEBRUARY	1,548.00	2,008.00	1,508.00	1,181.00	2,040.00	952.00	1,104.00	922.50
MARCH	3,453.00	1,098.50	2,676.00	1,943.00	1,332.00	1,702.00	4,356.10	2,274.13
APRIL	3,062.00	1,950.00	3,661.00	2,209.00	3,976.00	1,134.00		
MAY	3,800.00	3,484.00	7,552.00	3,977.10	5,956.00	4,325.00		
JUNE	5,296.00	3,365.00	6,831.00	3,270.00	3,288.00	3,809.00		
JULY	18,901.00	2,820.00	56,562.00	8,325.00	6,152.00	5,099.00		
AUGUST	21,445.00	3,162.00	27,258.00	9,277.00	8,249.00	2,738.00		
SEPTEMBER	7,707.00	3,236.00	16,944.00	5,663.00	4,751.00	2,374.01		
OCTOBER	2,546.00	2,487.00	2,251.00	2,002.00	4,202.00	1,270.00		
NOVEMBER	4,331.00	1,375.00	1,517.00	1,469.00	2,296.00	1,337.00		
DECEMBER	531.00	1,146.00	2,572.00	816.00	1,730.00	1,115.50		
TOTALS	73,042.00	27,408.29	130,988.00	41,151.10	46,689.00	26,592.51	7,394.10	4,206.63
	100450.29		172139.1		73281.5		7394.1	